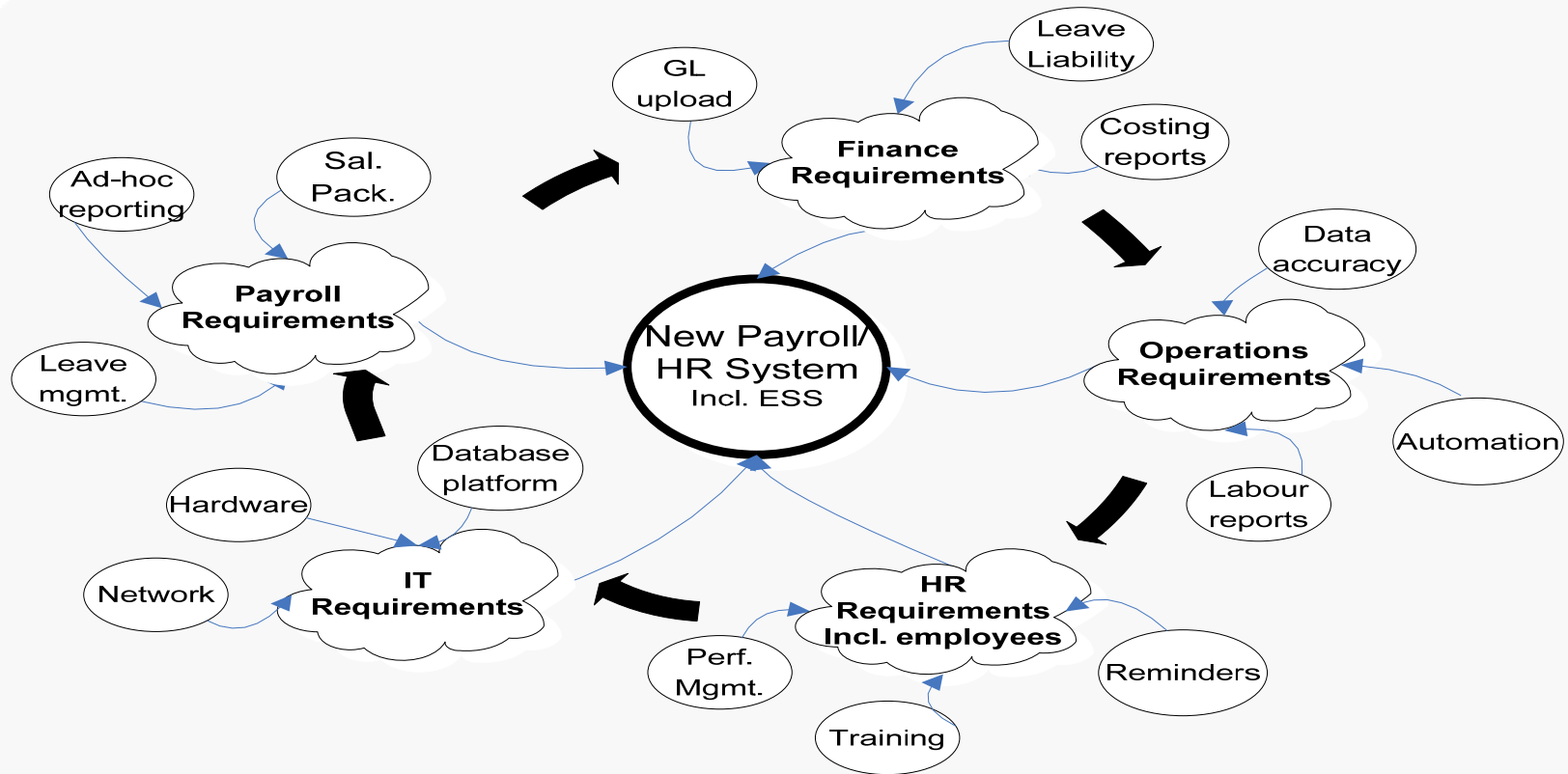# Agenda

- Choosing a new payroll system

- What's new in payroll technology

- WorkChoices - System Implications

- Self service developments

- Rostering and T&A overview

- The best system on the market

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

The evaluation process steps

1. Requirements gathering – weeks 1-2
2. Process design – week 3
3. Project manage the process – weeks 4-10
4. Final decision – weeks 11-12
5. Business case – weeks 13-14
6. Contract review and signing – weeks 15-19
7. Implementation begins (6-16 weeks)

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

1. Requirements gathering

1. Requirements spreadsheet

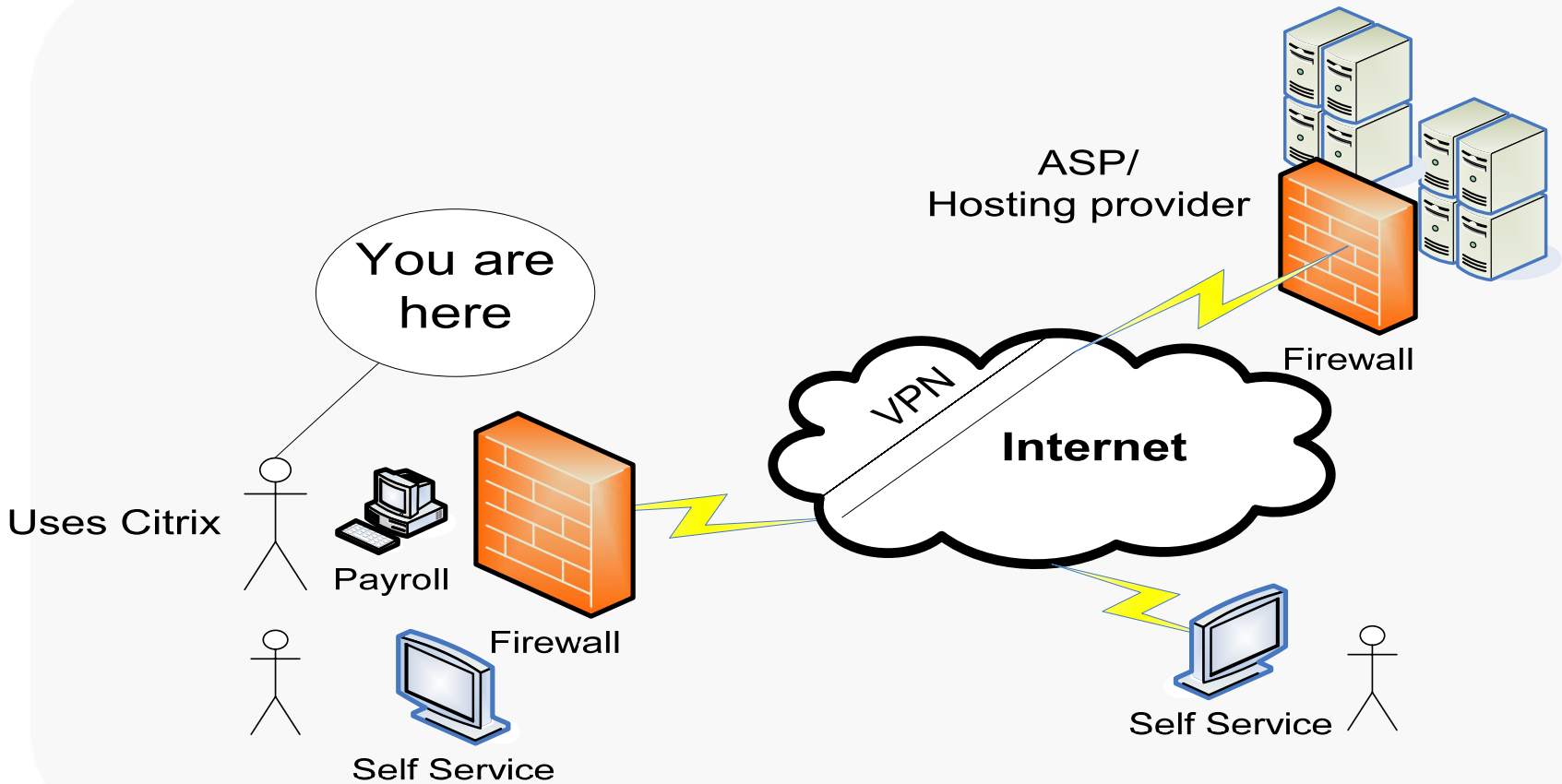| Requirements	Rating	MAX	Vendor A Comments	#	Vendor B Comments	#
User friendliness						
Payroll user Interface – user friendliness	VIR	5				
Help functionality	IR	3				
UD Help notes	NTH	1				
Workflows/ wizards for payroll	Note	0				

1. Requirements headings

- Masterfile information
- Salary packaging
- Award management
- Leave management
- Position management (occupancy)
- Standard reporting
- Ad hoc reporting – report profiling
- Self service – employee and manager
- IT requirements

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

1. IT Jargon

- Crystal reports – report writer
- .NET – language for self service
- Active directory – single sign on
- ASP – software is hosted off-site
- VPN – secure tunnel through the internet
- Citrix – increases performance

ASP model

ASP/
Hosting provider

Firewall

You are here

VPN

Internet

Uses Citrix

Payroll

Firewall

Self Service

Self Service

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

The evaluation process

1. Requirements gathering – weeks 1-2
2. Process design – week 3
3. Project manage the process – weeks 4-10
4. Final decision – weeks 11-12
5. Business case – weeks 13-14
6. Contract review and signing – weeks 15-19
7. Implementation begins (6-16 weeks)

2. Evaluation tools – pre-selection

- Market research

- Initial briefing session

- Written responses to requirements

- Initial vendor presentations

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

2. Payroll systems typology

- **Tier 1:** integrated, position-based and date effective - mySAP ERP 2005, Oracle (Peoplesoft, JDE)
- **Group A:** position-based, date-effective - CHRIS 21, Empower HR, PS enterprise, Star Garden, Alesco, Aurion
- **Group B:** employee-based, period-based- Preceda, Payforce National, Meridian, Rockfast, Payroll plus, Wage Easy, Aussiepay, Comacc

- Snp believes this information to be true and correct at the time of printing. Snp does not accept responsibility for the accuracy of this information.

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au
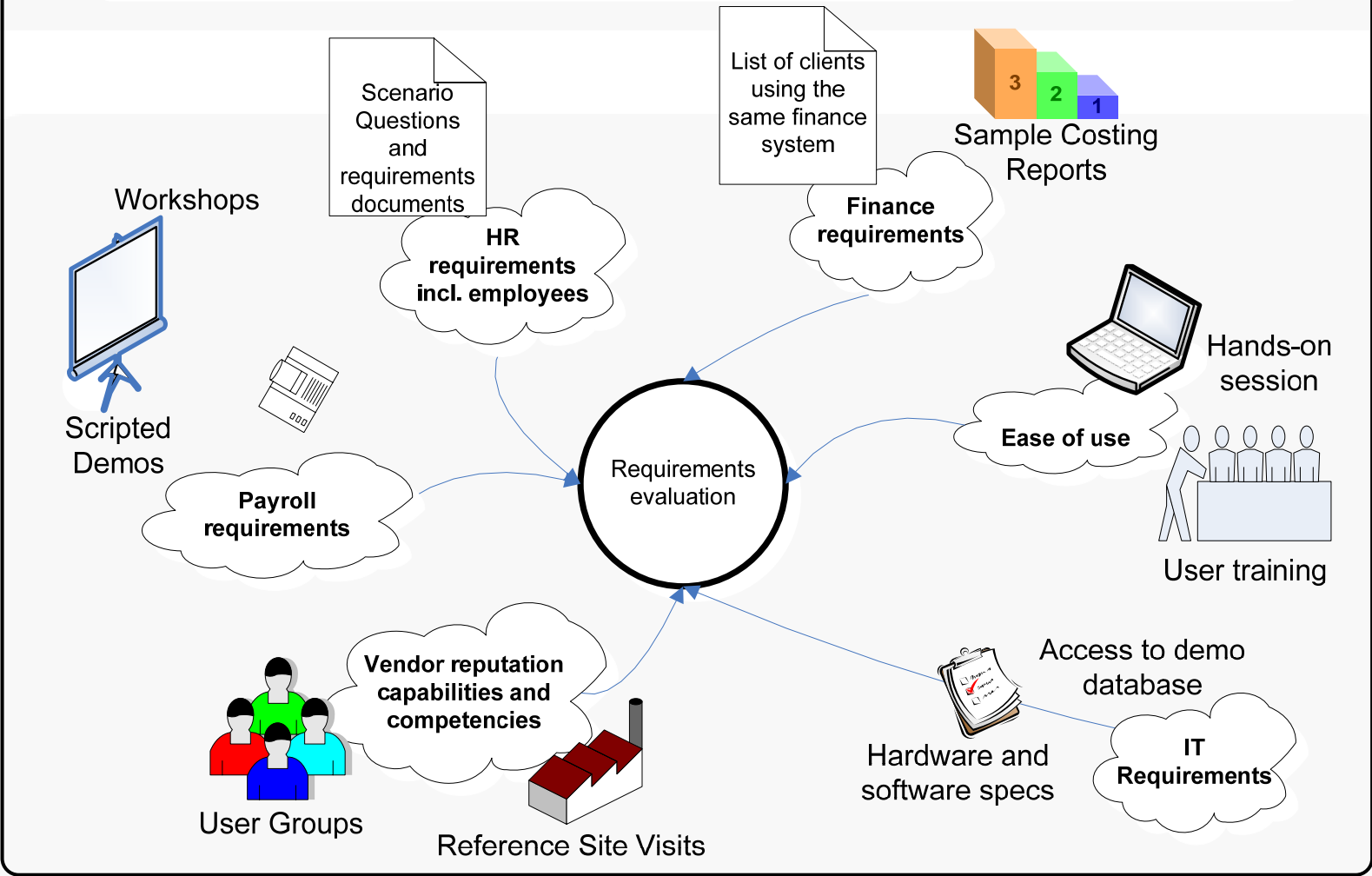
2. Other classifications

- Integrated award interpreter (AI) – Aurion, Payforce National, (Rockfast), Wage Easy
- Integrated AI and T&A – SAP, Payglobal, Alesco, Star Garden, Affinity, ClockOn, Preceda
- Separate self service portals – Employee Connect, myStaff
- Separate HR – IXp3, Absalom, Snowdrop

- Snp believes this information to be true and correct at the time of printing. Snp does not accept responsibility for the accuracy of this information.

snpconsulting

the payroll & HR systems specialists

snpconsulting.com.au

2. Evaluation tools – pre-selection

- Market research

- Initial briefing session

- Written responses to requirements

- Initial vendor presentations

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

Suggested Vendor Selection Options by Requirements Group

Workshops

Scripted Demos

Scenario Questions and requirements documents

HR requirements incl. employees

List of clients using the same finance system

Finance requirements

Sample Costing Reports

Payroll requirements

Requirements evaluation

Ease of use

Hands-on session

User training

Vendor reputation capabilities and competencies

User Groups

Reference Site Visits

Hardware and software specs

Access to demo database

IT Requirements

2. Typical evaluation process

- Market research
- Initial meeting with vendor
- Initial vendor presentations and pricing
- Short list down to three
- Hands-on session
- 2nd presentations
- Reference checks
- 2nd round of pricing
- Decision making session

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

The evaluation process

1. Requirements gathering – weeks 1-2
2. Process design – week 3
3. Project manage the process – weeks 4-10
4. Final decision – weeks 11-12
5. Business case – weeks 13-14
6. Contract review and signing – weeks 15-19
7. Implementation begins (6-16 weeks)

3. Project Management

- Provide a copy of the complete process

- Allow adequate preparation time

- Run de-briefing sessions after each presentation

- Provide honest feedback to vendors

- Update the requirements as you go

- Update process plan as you go

snpconsulting
the payroll & HR systems specialists

The evaluation process

1. Requirements gathering – weeks 1-2
2. Process design – week 3
3. Project manage the process – weeks 4-10
4. Final decision – weeks 11-12
5. Business case – weeks 13-14
6. Contract review and signing – weeks 15-19
7. Implementation begins (6-16 weeks)

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

4. Analysis Summary

Summary	Max Score	%	Vendor A	Vendor B	Cat. Winner
Look and feel	10	7%	8	7	A
Finance	15	10%	12	10	A
Payroll processing	25	16%	22	20	A
Employee masterfile - payroll	12	8%	8	11	B
Payroll Award Management	15	10%	11	12	B
Self Service - manager	12	8%	12	6	A
Leave Management	10	7%	8	11	B
Position Management	9	6%	7	6	A
Training Administration	20	13%	12	17	B
Reporting	25	16%	22	20	A
Payroll total	153	100%	122	120	6/10
Percentage fit			**80%**	**78%**	

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

Hats Analysis

ABC Company Hats Analysis		
Payroll	**Vendor A**	**Vendor B**
Red hat (emotional gut feel)	Client to complete - about gut feel, like didn't like (not looking for logical justified comments, those are below)	
Black hat (weaknesses)	Salary packaging is complicated, didn't seem easy for managers to use (hands on session), lot of screens	codes length limitations, Employee self service is limited (no indication of improvement), no active user group
Yellow hat (positive)	Good timesheet entry and report distribution to managers, active user group	Good simple salary packaging, very cost effective, Microsoft platform - consistent with IT strategy,
Green Hat (future/growth)	What is in due in the next release - new partnerships being brokered	What is in due in the next release - new partnerships being brokered
White hat (information/facts)	Cheaper than alternative, scored more on the analysis - less on payroll and more on rostering	Need to clarify issues regarding codes and interfacing
Blue hat (which hats are we using for the decision)	Might be black hatting this vendor more during the latter part of the process	Might be yellow hatting vendor in more recent times

snpconsulting

the payroll & HR systems specialists

snpconsulting.com.au

4. Final Decision

- Use the analysis spreadsheet

- Create a summary page with section totals

- Include additional information – company profile, references, hands-on session feedback, de-briefing sessions

- Decision making sessions – de Bono's hats

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

Summary

1. Requirements gathering – weeks 1-2
2. Process design – week 3
3. Project manage the process – weeks 4-10
4. Final decision – weeks 11-12
5. Business case – weeks 13-14
6. Contract review and signing – weeks 15-19
7. Implementation begins (6-16 weeks)

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

What's new in payroll

- ASP model increasing in popularity
- SMS notifications for ESS & sig. dates
- Automation - payroll processing and reporting
- Integration to portals
- Super choice
- Report distribution
- Self service advances

snpconsulting
the payroll & HR systems specialists

Self service innovations

- Range of self service offerings – OH&S incident reporting, training admin, remuneration, perf. appraisals, salary review, manager reports, eRecruitment
- Payment summaries on self service
- Customisable self service pages with user defined fields
- Self service forms for non-payroll activities
- Integration with Outlook – duet by SAP

WorkChoices – System Implications

- Annual leave accruals for extra week's leave for shift workers based on the proportion of time spent working shifts
- Accrual of leave while on authorised LWOP
- Annual leave accrual becomes entitlement end of each month
- Can take an hour of annual leave (self service)
- Date of leave entitlements (audit/history)

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

WorkChoices – System Implications

- Personal leave adjustment from 8 days (NSW state awards) to 10 (Standard 3) from 27th March 2006 – accrual adjustment
- Personal and sick from the one balance
- Personal leave accrues at the end of each month
- Paid at amount the employee would reasonably be expected to be paid had the employee worked during that period (dif. to annual leave)

WorkChoices – System Implications

- Record the industrial instrument
- Gross rate of pay expressed as an hourly rate
- Details of any incentive based payments, penalty rates, separately identifiable entitlements
- Basis of becoming liable for SGC – OTE, Award, superannuation trust deed
- Payslips – the hourly rate, instrument, pay period, name and number of each deduction

Rostering and T&A

- Trends – SMS, integration, UD roster views, ASP

- Rostering – dynamic, Event, fixed and rotational

- Time and attendance

- Integration/interfacing to payroll

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

Rostering

- Creating the roster and populating the roster

- Dynamic – based on demand patterns

- Event – based on discrete events

- Fixed and rotational – based on a repeating pattern

Rostering and T&A vendors - sample

Vendor	Product
Kronos	Workforce Central
Inzenius	Inzenius
HGC Group	RosterOn
Edge HR	Payglobal (I)
Positive IT solutions	eTivity
My Workplace Solutions	My workplace solutions

- Snp believes this information to be true and correct at the time of printing. Snp does not accept responsibility for the accuracy of this information.

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

Time and attendance

- Collecting the clocking data

- Checking for exceptions

- Making adjustments - retrospective edits

- Approving timesheets – exporting to payroll

snpconsulting
the payroll & HR systems specialists

Additional T&A Vendors

Vendor	Product
Mitrefinch	Mitrefinch
Riteq (CAPAS)	TimeTeq
Neller	Preceda (I)
Payz	Payz
Positive IT Solutions	Ezitime Tracker
ClockOn	ClockOn (I)
AMS	Time-minder

snpconsulting
the payroll & HR systems specialists

snpconsulting.com.au

WorkChoices - changes

- Collect start and end times for employees under $55,000 base (not incl super, bonus and other)

- Over $55,000 with provision for overtime

- 27th September 2006 deadline to comply

- Meal breaks-not more than 5 hours without one

Time collection options

- Manual sign in book
- Electronic roster - supervisor adjusts for actual
- PC clocks on each desktop/POS
- Telephony (land line and mobile), PDA
- Self service timesheets (possibility)

- Simple finger scan device attached to a PC
- Install clock which can use finger scan proxy reader or magnetic strip
- Iris scan

Interfacing /integration

- Integrated system – single database – drill through capabilities from rostering

- Interfacing - file transfer/table sharing:
  Payroll to T&A - rates, leave balances, new employees and terminations
  T&A to payroll - timesheet data

Rostering and T&A systems - differences

- Look and feel – screen layout
- Ability to customise the rostering screen
- Costing per event
- Ability to copy and paste historic rosters
- Retrospective edits – with/out payroll impact
- Fast timesheet entry capabilities
- Making AI adjustments
- Self service capabilities

Summary

- Rostering – different types
- Time attendance process and vendors
- WorkChoices
- Time collection options
- Integration and Interfacing to payroll
- Key differences between rostering providers

snpconsulting
the payroll & HR systems specialists

Questions

- Feel free to call me to discuss your project

snpconsulting
the payroll & HR systems specialists